PERSONAL INFORMATION	**Bogdan Ivanciu**

📍 Ion Mihalache 79, Bucharest, Romania

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🌐 Portfolio: https://bogdani.github.io   http://codepen.io/bogdani/pen/PpVoBb

WORK EXPERIENCE

August 2018 – present

Junior Frontend developer
Andweb, Bucharest Romania
Sector: Media

- ■ I have developed landing pages using HTML5, CSS3 in accordance with the technical specifications of W3C, and used Bootstrap to quickly deploy pages.
- ■ I installed, configured and managed websites on WordPress and changed the themes using CSS and small php parts.
- ■ I changed customer provided images with Photoshop to use them as logo or hero image;

January 2016– August 2018

Freelancer
Sector: Media

- ■ I have developed presentation websites for small businesses using HTML5, CSS3, jQuery and Javascript in accordance with the technical specifications of W3C.
- ■ I also used various CSS frameworks like Bulma or Bootstrap to quickly build websites.
- ■ I installed, configured and managed websites on WordPress.
- ■ I changed WordPress themes using CSS and small php parts.
- ■ I changed customer provided images with Photoshop to use them in websites;

March 2014 – December 2015

Freelancer
Reflection Art, Bucharest Romania
Sector: Media

- ■ I designed a few logos using Illustrator and Photoshop;
- ■ I designed and made Business card using Illustrator;
- ■ I managed and maintained websites on WordPress;

November 2008 – March 2009

IT Manager
BIT Solutions, Bucharest, Romania

Sector: IT Services

- ■ Develop and maintain business relationship with customers;
- ■ Lead a three man team;
- ■ Provide technical support for the team through procedures for common tasks;
- ■ Systems diagnosis and troubleshooting for customers;
- ■ Replacing damaged equipment and cleaning compromised computers;

June 2008 – October 2008

IT Support Officer
A&D Pharma, Bucharest, Romania

Sector: Pharmaceutical

- ■ Monitor and maintain computer systems and offer help desk support, either face to face or over the telephone;
- ■ Diagnose and solve hardware/software faults and replace desktop or laptop parts as required, troubleshoot Lotus Notes client, run network applications to support systems and users, setting up new users on Active Directory and ensure that

Service Level Agreements (SLAs), IT and security processes are followed at all times and log and document the activity through the Service Desk ticketing system;

February 2007 – October 2007	### IT Manager

Sinevizyon TV Production, Bucharest, Romania

Sector: Media & TV Production

- ■ Design and implement the computer network, offer user support and helpdesk to users, PC installation and repair;
- ■ Manage and troubleshoot Win2003 servers (internet, file-sharing, mail, ftp);

May 2005 – February 2007	### IT Manager

Orion, Bucharest, Romania

Sector: Commerce

- ■ Maintain and develop business relationships with IT service providers;
- ■ User support and helpdesk, PC installation and repair, network services;
- ■ Installation, configuration, management and troubleshoot workstations on Win 98/XP ;

May 2000 – December 2004	### IT Administrator

Creative Vision International, Bucharest, Romania

Sector: Media & TV Production

- ■ Provided helpdesk services, PC installation and repair, configuration and troubleshoot of workstations on Windows 95/98/Me/XP;
- ■ Web site/Email/Intranet services;
- ■ Installation and management of computers (hardware/software) for "Who wants to be a millionaire" television show;
- ■ Software development and specific hardware implementations for several television shows (Big Brother, Star Factory, 70's Show);

EDUCATION AND TRAINING

2011	### Web Designer (COR 411303)

Avantaj Consulting, Bucharest, Romania

- ■ Web page design, html structure, tag syntax, text formatting rules,
- ■ CSS formatting rules and principles, layout design using Divs and css.

1997 -2001	### Bachelor's degree

University "Dimitrie Cantemir" Faculty of management tourism and trade

PERSONAL SKILLS

Foreign language	UNDERSTANDING	SPEAKING	WRITING
English	Excellent	Good	Good

Communication skills — Good communication skills gained through my cooperation with foreign teams and my involvement in different projects.

Organisational / managerial skills — Leading a team of three people to complete different IT services for customers.

Skills
- ■ HTML 5, CSS 3, SASS, Javascript;
- ■ Bulma, Bootstrap;
- ■ Photoshop, Illustrator;
- ■ Yarn, Webpack, Babel, ES6;

Driving licence — Category: B.